

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on May 20, 2010 at 6:00 p.m. at the Brown County Denmark Branch Library, 515 Pine Street, Green Bay WI

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, CHRIS FROELICH, PAUL KEGEL, KATHY PLETCHER

EXCUSED: DENISE BELLMORE, TONY THEISEN, JOHN HICKEY, MONICA GOLOMSKI

ALSO PRESENT: LYNN STAINBROOK, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, CHARLY FRANKE, DENEEN SCHWEINER (staff); TONY KLAUBAUF (Denmark School Superintendent) and OREN NELHIS (Denmark High School Principal)

Mr. Klaubauf and Mr. Nelhis were introduced. Denmark Library staff, Charly Franke and Deneen Schweiner each spoke briefly about the branch including the updates that took place recently that were made possible by funding from the Friends of the Brown County Library; the successful partnership between the library and the school; how well the school staff cooperates with library staff and how the students enjoy the mix of activities including story times. They both reiterated that there are a lot of benefits of a combined public/school library. Terry thanked them all for being present and for the hospitality given in hosting the Board meeting.

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. **Motion** by Kegel, seconded by Buboltz, to approve the agenda. **Motion carried.**

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications were received.

OPEN FORUM FOR THE PUBLIC

No members of the public were present.

FACILITIES REPORT

a. Solar Energy Project at Kress Nine proposals were received and will be narrowed to three. Selection of a company will take place next week. Carla reported that the education arm of SEEDs developed a promotional brochure and was taking a four-pronged approach to the educational aspect of the project: an interactive kiosk; adult patron library visits; written curriculum and teacher resources; and presentations. The Friends of the Library agreed to be a pass-through for donations to the project. There is potential that SEEDS may have to apply for a bridge loan until the grant money is available. Paul Kegel said the group was confident in their donor sources. Lynn again complimented how organized the group is and applauded the work they are doing.

b. Energy Conservation Methods Update Curt distributed updated ECM priority and progress and first tier approved projects spreadsheets and reported on the activity of the projects – exit and emergency lighting was completed at Kress and is being finished at Weyers-Hilliard and Ashwaubenon. Terry Watermolen noted that many of the projects being completed have a 1-3 year payback.

ACCOUNTANT'S REPORT

a. Financial Report Lori distributed the financial report ending 4/30/10 and noted that we are 33% done for the year and revenue is at 31% and expenditures are at 32%. The library is working toward meeting the salary savings target of \$130,000 that includes the budget reduction for furloughs. **Motion** by Pletcher, seconded by Buboltz to approve the April, 2010 financial statements. **Motion carried.**

b. Acceptance of Gifts Grants and Donations Sue Lagerman explained the Adopt-a-Program opportunity offered for the first time through Children's Services and noted how successful it has been. **Motion** by Kegel, seconded by Buboltz to approve the January and April 2010 Gifts, Grants and Donations as follows:

April, 2010 Gifts & Donations

Friends of the Brown County Library
Friends of the Brown County Library

60.00	Volunteer Movie Passes
1,115.00	Teen Volunteer Party

Friends of the Brown County Library	134.93	Denmark Lettering
Helen Herlache-Remembering Avia Arndt & Margaret Nelson	13.00	WH Materials
John Bettinger - In Memory of June and Ivyl	40.00	Films & Movies
Janice Slack	100.00	Summer Reading Prog.
FBCL/Proctor & Gamble	1,000.00	Summer Reading Prog.
Friends of the Brown County Library	675.00	Projector
Anonymous	79.00	Southwest Wii
Mary & Sandy Bohman	100.00	Summer Reading Prog.
Dawn Zilles-Prem	100.00	Summer Reading Prog.
Ernestine Purrman & Family - In Memory of Joann Eichmann	25.00	Children's Materials
Ashwaubenon Lioness	400.00	Large Print Materials
James & Sandra Smits	150.00	Kress Materials
Colleen DePouw	150.00	Summer Reading Prog.
Atonement Lutheran Church	50.00	Summer Reading Prog.
Linda Vogen	100.00	Summer Reading Prog.
Ashwaubenon	16.91	Donation Box
Bookmobile	4.35	Donation Box
East	62.78	Donation Box
Weyers/Hilliard	36.82	Donation Box
Central Circulation	73.50	Donation Box
Kress	25.00	Donation Box
Adult Services	9.79	Donation Box
Pulaski	35.78	Donation Box
Southwest	27.15	Donation Box
Wrightstown	25.55	Donation Box
Total Donations	\$ 4,609.56	

Federal & State Grants

Nicolet Federated Library System	\$ 14,221.23	Collection Development
Nicolet Federated Library System	2,472.74	Continuing Education
Total Grants	\$ 16,693.97	

Motion carried.

BUDGET ADJUSTMENT REQUEST IN THE AMOUNT OF \$22,000 FOR INTERDEPARTMENTAL TRANSFER FOR SERVER RELATED EXPENSES Motion by Pletcher, seconded by Kegel, to approve the interdepartmental transfer of \$22,000 to Information Services for purchase of new server or server-related equipment due to a shortfall in IS's budget. Carla commented that while the request for funds was legitimate, the process was poor since the library had earmarked their technology funds for other equipment and this request was very last-minute.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED A report was distributed. It was noted that Bob Heimann and Kevin Raye would be meeting with Lynn, Lori, Kathy and Monica on June 15 to review progress of various I.S. projects. The library continues to have problems with the LPCs (Library Payment Centers). Lynn is going to meet with a different vendor (TBS – Today's Business Solutions) to discuss switching to or running 2 systems. The concept of the LPC is a good one but it has been one problem after another without much resolve from the company. Chris Froelich suggested that this could be a breach of implied warranty and agreed to help in following up on this. Regarding the Gates laptops, Camera Corner may install necessary software prior to the computers going to I.S.

NICOLET FEDERATED LIBRARY SYSTEM

No report given.

OPERATIONS MANAGER POSITION The duties of the Operations Manager were reviewed. Motion by Kegel, seconded by Froehlich to approve the revised Library Operations Manager position description. **Motion carried.**

a. Discussion took place regarding the use of a search firm. Lynn and Kathy feel it is in the best interest of the library to use a search firm that is well-connected to the library field. This is an unusual position (it is for an Operations Manager

that is not requiring an MLS), and advertising alone would not be enough. A proposal from Miriam Pollack & Associates was distributed. This is the same firm that was used in the library's search for a director. She builds a pool, conducts preliminary interviews before making recommendations to the library and guarantees placement. The market is poor and using a search firm will be advantageous – particularly because she knows Lynn since she recruited her. Pletcher expects a small pool because while there are librarians looking for jobs, people don't necessarily want to relocate. This firm could also recruit for the Collection Development Manager position. (Applications were received for CDM position and Lynn sent out a questionnaire to 7 candidates. This is meant as a filtering tool – not a selection tool.) Miriam's fee is \$16,000 and expenses up to \$5,000. The Board agrees that donations should be sought to pay these fees. Communication was received from absent Board members in support of a search firm. Timing is critical to move forward since the American Library Association conference is in June and is an opportunity to actively get the word out. **Motion** by Kegel, seconded by Buboltz to approve the selection of Miriam Pollack and Associates to serve as recruiter with a service fee not to exceed \$16,000 and total expenses not to exceed \$5,000 (advertising, candidate travel, background checks, etc.) subject to the library receiving donated funds. **Motion carried.**

PRESIDENT'S REPORT

Terry commented that Mary Ryan's retirement party was very nice. He again thanked the Denmark Branch staff for hosting the Board meeting (the homemade cookies were especially nice!).

DIRECTOR'S REPORT

Lynn reported that there is a lot of training going on related to the migration to the new ILS. She accepted a resignation from Mary Braun, the IT Librarian who was on the ILS project team and filling in as a cataloger. The contract with Boldt, Somerville and FGM went out and a kick-off meeting with staff will take place in the first week of June. Lynn thought other Library Board members might want to attend and participate in Ed & Rec. meetings. She will keep the Board informed of future meetings. Terry officially welcomed and congratulated Curt as Facilities Manager and Curt thanked the Board. Lynn also thanked Lori and Sue for the extra work they've taken on since Mary's retirement.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Pletcher, seconded by Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:58 p.m.

NEXT REGULAR MEETING

June 17, 2010

Pulaski Branch Library

6:00 p.m.

Respectfully submitted,
Carla Buboltz, Secretary
Sue Lagerman, Recording Secretary